

Step Dependency	Team	Function	Mobile Number	Mail	Cc	Escalation
Level 1	Leaver Manager- incase manager is outside VOIS EG- Approving Manager shall Be Yassmine Shawkat	Manager Has to ensure that there is a leaver request submit it on success factor and has to approve. in case of transfer to VF Egypt, action on success factor there is no need to submit resignation on success factor				<a href="mailto:Yassmine.shawkat@vodafone.com">Yassmine.shawkat@vodafone.com</a>
Level 2 Closed Automatically- SLA 3 Business Days to be closed	VOIS HR Personnel	Personnel ensures data submitted is correct	Belal 01033668846 Habiba 01008888838 Karim 01029500005 Marco 01008975454 Pousy 01025326675 Roba 01095604550	<a href="mailto:vois.eg-hrpersonnel@vodafone.com">vois.eg-hrpersonnel@vodafone.com</a>		<a href="mailto:Yassmine.shawkat@vodafone.com">Yassmine.shawkat@vodafone.com</a>
Level 3 Closed Automatically- SLA 3 Business Days to be closed	HR COEs (L&D)	Check Training Dues if Any				<a href="mailto:Yassmine.shawkat@vodafone.com">Yassmine.shawkat@vodafone.com</a>
Level 3 Closed Automatically- SLA 3 Business Days to be closed	HR MIS	leave balance-review mentioned consumed leaves vs what is booked on success factor		<a href="mailto:voiseg.hr-mis@vodafone.com">voiseg.hr-mis@vodafone.com</a>		<a href="mailto:Karim.nabil1@vodafone.com">Karim.nabil1@vodafone.com</a>
Level 3 Closed Automatically- SLA 3 Business Days to be closed	HR Fleet	Receives company car ( if any )		will be closed automatically if not F or E band		<a href="mailto:vois.eg-hrpersonnel@vodafone.com">vois.eg-hrpersonnel@vodafone.com</a>
Level 3 Closed Automatically- SLA 3 Business Days to be closed	Treasury Team	Deactivate Corporate Credit Cards and deactivate LG Letters		<a href="mailto:vfgroupfunc.mailboxvssecorporatecreditcard@vodafone.com">vfgroupfunc.mailboxvssecorporatecreditcard@vodafone.com</a>		<a href="mailto:ahmed.abozeid@vodafone.com">ahmed.abozeid@vodafone.com</a>
Level 3 Closed Automatically- SLA 3 Business Days to be closed	Phone Device and Program \ Retail Accounting	Responsible for Phone Installment		<a href="mailto:VoisegFinanceops@vodafone.com">VoisegFinanceops@vodafone.com</a>		<a href="mailto:Sherif.Nashed@vodafone.com">Sherif.Nashed@vodafone.com</a>
Level 4 Leaver Responsibility	Medical	Medical Card ( send a copy of <b>damaged</b> Medical ID ) to the following numbers or mail box	01069195121 01032022698	<a href="mailto:VOIS.medical.insurance@vodafone.com">VOIS.medical.insurance@vodafone.com</a>	Hassan Soliman Mohamed Fathy	

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Level 4 Leaver Responsibility	Security & DLP&BCM	Return your ID DLP Task closed after last working Day Return BCM tools if any- contact the team for guidance <b>Lost ID Cases:</b> <b>Leaver has to sign</b> <b>أقرار فقدان بطاقة تعريف</b> <b>You can ask</b> <a href="mailto:vois.eg-hrpersonnel@vodafone.com">vois.eg-hrpersonnel@vodafone.com</a> <ul style="list-style-type: none"> <li><b>Leaver will print 2 copies of received form and sign it</b></li> <li><u>Physical copy must be handed over to Building reception to close the task</u></li> <li><u>2<sup>nd</sup> Physical copy has to be handed over to Archiving team when leaver visit VOIS building to receive their documents.</u></li> </ul>	01033111188	<a href="mailto:VSSecurity.administrator@vodafone.com">VSSecurity.administrator@vodafone.com</a>		
Level 4 Leaver Responsibility	HOME Office Furniture	Return HOME Office Furniture If any before seeking task closure. <b>home office furniture leaver tasks every Tuesday and Thursday</b>	01009884111	<a href="mailto:propertyoperationsteam@vodafone.com">propertyoperationsteam@vodafone.com</a>		<a href="mailto:pfmhelpdesk@vodafone.com">pfmhelpdesk@vodafone.com</a>
Level 4 Leaver Responsibility	Connectivity Management	Converting Mobile number &due bills payment		<a href="mailto:mohamed.heshammohamed@vodafone.com">mohamed.heshammohamed@vodafone.com</a>		<a href="mailto:voiseg-connectivity@vodafone.com">voiseg-connectivity@vodafone.com</a>
Level 4 Leaver Responsibility	Equipment Team and ( SMC )	Receives laptop ,any Hardware and Headset		<a href="#">CLICK HERE FOR RETURN ASSET RESERVATION LINK</a>	<a href="#">Please check their contact list below</a>	<a href="mailto:khaled.hamad@vodafone.com">khaled.hamad@vodafone.com</a>
Level 5 Once tasks Levels 1 to 4 are closed- Payroll Task gets assigned to Payroll once above levels are done	Payroll	Finalize all financial Dues if <b>payroll task will be automatically closed within 1 business day with no action needed from your side</b>	01008835207- 01004506085- 01029933033	<a href="mailto:voisegpayrolltask@vodafone.com">voisegpayrolltask@vodafone.com</a>	<a href="mailto:nourhan.taman@vodafone.com">nourhan.taman@vodafone.com</a> <a href="mailto:maryam.khedr@vodafone.com">maryam.khedr@vodafone.com</a> <a href="mailto:one.com">one.com</a>	<a href="mailto:Karim.nabil1@vodafone.com">Karim.nabil1@vodafone.com</a>
Level 6 Leaver responsibility	Archiving Team	Receive your Hiring document- Has to be after last working day  Leaver will receive a link to book their Visit to Pick up hiring documents and sign form 6 – sign Pension Form if applicable.  Leaver Receive Experience Letter Leaver Will have to request Line Transfer of ownership while booking their visit to the building	01010058846 01017156564		Ahmed Hamza Rabie Ali	<a href="mailto:Yassmine.shawkat@vodafone.com">Yassmine.shawkat@vodafone.com</a> <a href="mailto:vois.eg-hrpersonnel@vodafone.com">vois.eg-hrpersonnel@vodafone.com</a>
Level 7 Pension	Benefits Team	Incase of eligibility – money reflects within 44 business days – from last working day <b>if</b> pension declaration is signed with Archiving team while withdrawing hiring documents.				<a href="mailto:vois.eg-hrpersonnel@vodafone.com">vois.eg-hrpersonnel@vodafone.com</a>

Hardware Team	Phone Number	Location
<a href="mailto:walid.mahmoud2@vodafone.com">walid.mahmoud2@vodafone.com</a>	01029435503	Alexandria
<a href="mailto:Mohamed.ElRazzaz@vodafone.com">Mohamed.ElRazzaz@vodafone.com</a>	01010069069	Alexandria
<a href="mailto:Eriny.Nouh-Gayed@vodafone.com">Eriny.Nouh-Gayed@vodafone.com</a>	01022919437	Alexandria
<a href="mailto:mahmoud.abdelfattahsayed@vodafone.com">mahmoud.abdelfattahsayed@vodafone.com</a>	01006196111	VHub1 – Smart Village
<a href="mailto:kareem.rabeasayed@vodafone.com">kareem.rabeasayed@vodafone.com</a>	01021120851	VHub1 – Smart Village
<a href="mailto:mostafa.ezzeldinnourelidin@vodafone.com">mostafa.ezzeldinnourelidin@vodafone.com</a>	01007637662	VHub1 – Smart Village
<a href="mailto:mohamed.adelismail1@vodafone.com">mohamed.adelismail1@vodafone.com</a>	01005807806	Maadi
<a href="mailto:fouad.shalaby1@vodafone.com">fouad.shalaby1@vodafone.com</a>	01011134430	Maadi
<a href="mailto:mostafa.fadl@vodafone.com">mostafa.fadl@vodafone.com</a>	01006440994	VHub2 – Smart Village
<a href="mailto:bassel.osman@vodafone.com">bassel.osman@vodafone.com</a>	01001040567	VHub2 – Smart Village